

ANNAPOLIS POLICE DEPARTMENT

CITATION ADJUSTMENT - TRIAL DATE REQUEST FORM

Today's Date:						
Ticket #:	Date Issued:	Due Date:	Officer's Name:			
Requesters Personal Information:						
Your Name:					Telephone:	
Home Address:						
City:		State:			Zip Code:	
Vehicle Information:						
Tag #:	Handicapped? <input type="checkbox"/> [yes] <input type="checkbox"/> [no]	State:	Make:	Model:	Color:	
REQUEST FOR ADJUSTMENT: The State's Attorney has given the Annapolis Police Department the authority to adjust citations for the following reasons only: 1) citation issued in error; 2.) Ambiguous signage; 3) other valid reasons stated in writing. For your convenience the most common problems are listed below:						
Inoperable meter			Meter location:			
Handicapped permit			State issuing & permit #:			
Residential Permit			Residential Permit #:			
Hospital emergency			Provide documentation of emergency:			
Loading/Unloading zone			Provide documentation of delivery:			
Contractor (prepaid) Rental			Temporary permit #:			
Inaccurate information on citation			Specify inaccuracy and provide documentation:			
Other valid reasons, please specify:						
<input type="checkbox"/> If you wish to discuss this citation with a police representative in person, check here: <input type="checkbox"/>						
<input type="checkbox"/> If you wish to be contacted by phone, please provide a contact number(s) where you can be reached:						
<input type="checkbox"/> To receive a written explanation of our decision, please provide an address. (Copy will be forwarded to registered owner if not the same)						
<input type="checkbox"/> After a review of your citation and explanation your ticket has been adjusted						
<input type="checkbox"/> After a review of your citation and explanation, it has been decided that you may either pay the fine or request a trial date and have the matter heard by a Judge of the District Court, for the 7 th District						
<input type="checkbox"/> After review of your citation and explanation, it has been decided to accept your payment. (See explanation below.)						
If you request a trial date , you must also request that the officer who issued the citation be present at thias time, or they will not appear. You will then be notified by the District Court when your case is scheduled for trial.						
Trial Date requested <input type="checkbox"/> Officer Requested <input type="checkbox"/> Request forwarded to District Court <input type="checkbox"/>						
Disposition: ADJUSTED: <input type="checkbox"/> ADJUSTMENT DENIED.....[<input type="checkbox"/>						
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> DISPOSITION DETERMINED BY: <div style="border-top: 1px solid black; text-align: center; margin-top: 10px;"> PEO. II Debra Colbert Parking Enforcement Supervisor </div> </div> <div style="width: 45%;"> APPROVED BY: <div style="border-top: 1px solid black; text-align: center; margin-top: 10px;"> Lieut. William Powell Administrative Services Lieutenant </div> </div> </div>						